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ABSTRACT

This Arizona State University (Tempe) Library publication policy provides librarians with a single source to consult when writing standard library handouts, i.e., publications made available for public use. The policy also applies to materials printed with funds from outside the Instructional Services printing budget. This policy paper covers the following topics: (1) definitions of library publications; (2) the role of the authors; (3) the types of publications (i.e., INFOsources, guides to library resources, brochures, how-to series, library tours and locators, circulation handouts, special publications, and design of forms used by the public); (4) guidelines for citations; (5) production schedule; (6) inventory; (7) distribution of the policy; and (8) policy adoption. Appendixes include the standard headings for INFOsources and guide sections; and examples of INFOsource first page, guide cover, service and collection brochures, and how-to-find and how-to-use/search publications. (GLR)

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ARIZONA STATE UNIVERSITY

LIBRARY PUBLICATION POLICY

September 1992

Table of Contents

1	**Introduction**	1
2	**Definition of library publications**	2
	2.1 Scope	
	2.2 Items outside of the scope	
3	**Creation of publications**	3
4	**Author's role**	4-5
	4.1 Selection of author(s)	
	4.2 Origin of publications	
	4.3 Author responsibilities	
	4.4 Editor's responsibilities	
5	**Types of Publications**	5-13
	5.1 INFOsources	
	5.1.1 Purpose	
	5.1.2 Scope	
	5.1.3 Audience	
	5.1.4 Organization	
	5.1.5 Length	
	5.1.6 Bibliographic citation style (section 6)	
	5.1.7 Annotations	
	5.1.8 Appearance	
	5.2 Guides to Library Resources	
	5.2.1 Purpose	
	5.2.2 Scope	
	5.2.3 Audience	
	5.2.4 Organization	
	5.2.5 Length	
	5.2.6 Bibliographic citation style (section 6)	
	5.2.7 Annotations	
	5.2.8 Appearance	
	5.2.9 Conclusion	
	5.3 Brochures	
	5.3.1 Service brochures	
	5.3.1.1 Purpose	
	5.3.1.2 Scope	
	5.3.1.3 Audience	
	5.3.1.4 Organization	
	5.3.1.5 Appearance	
	5.3.2 Collection brochures	
	5.3.2.1 Purpose	
	5.3.2.2 Scope	

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

5.3.2.3 Audience
5.3.2.4 Organization
5.3.2.5 Appearance
5.4 How to (series)
5.4.1 Purpose
5.4.2 Scope
5.4.3 Audience
5.4.4 Organization
5.4.4.1 How to Find
5.4.4.2 How to Use/How to Search, etc.
5.4.5 Appearance
5.4.5.1 How to Find
5.4.5.2 How to Use/How to Search, etc.
5.5 Library tours and locators
5.5.1 Library tours
5.5.2 Library locators
5.6 Circulation handouts
5.7 Special publications
5.8 Design of forms used by the public
6 Guidelines for citations 13-21
6.1 Bibliographic citation style
6.1.1 Books
6.1.1.1 Things to keep in mind
6.1.2 Indexes and other serials (e.g. directories, journals, etc.)
6.2 Call Numbers and Locations
6.3 Hints or Some basic things to know
6.4 Word Processing
6.5 Printing
6.6 Exceptions
7 Production Schedule 21
8 Inventory 21
8.1 Budget
8.2 Branch libraries and Access Services
9 Distribution of the policy 21
10 Adoption of this policy 22
10.1 Committee and Dean approval
10.2 Committee members
Appendix 23ff
Standard headings
Example INFOsource first page, Guide cover, Service and Collection brochures, and How to Find, and How to Use/Search publications

1 Introduction

This publication policy is meant to provide librarians with a single source to consult when writing standard library handouts. Standard handouts are those publications made available for public use. The attractiveness, consistency, and uniform professional appearance of publications is important to maintain the image of the University Libraries as a provider of high quality collections and services. This policy also applies to materials printed with funds from outside the Instructional Services printing budget.

Publications help library staff provide quality service because they have a subject specialist or other library staff member's recommendations (and hence, expertise) to refer to when giving out information at service points in the Libraries. Publications are a valuable resource when professional staff are not available; with them classified staff can give an enhanced level of assistance. In addition, publications help people use the Libraries independently. In order to make finding information in all the different publications as easy as possible, this policy provides guidelines so that information is arranged in a consistent manner.

2 Definition of library publications

For the purposes of this policy, library publications are printed materials prepared by library staff that are made available to the public in a variety of ways. Users may pick up publications from display racks in the University Libraries (including departments with the Libraries) and from other libraries' display racks. In addition, publications are sent to campus departments for promotional or informational uses and handed out at Reference Desks, other services points, and to classes by librarians and faculty. Occasionally publications are mailed to community users.

Publications inform users about the University Libraries' resources, collections, services, and policies.

2.1 Scope

The policy covers:

a. INFOsources
   1) Resources in a subject area
   2) Subject based how to find information
b. Guides
c. Brochures
   1) Description of services available from the Libraries
   2) Description of a collection in the Libraries
d. How to (series)
   1) Find
   2) Use/Search/Do
e. Library tours and locators
f. Circulation handouts
g. Special publications
h. Design of forms used by the public

F, g, and h should be discussed with the Publications Editor. The others are described in detail in this policy.

2.2 Items outside of the scope

Materials not covered by this policy include:

a. Documents used in-house only.
b. Those created for a specific bibliographic instruction session. However, if one of these becomes "standard" the author may consider formalizing the handout.
c. Papers, reports, and other printed materials not meant to be used primarily by the Libraries' users.
d. Most departmental forms.
e. Flyers

3. Creation of publications

Publications are written when a need for the information is perceived by a subject specialist, library staff member, faculty, or some other University or Libraries person who is aware of library holdings and user needs.

4. Author's role

4.1 Selection of author(s)

Publications are written by the subject specialist(s) responsible for collections and instruction in their area(s) or by other qualified members of the library staff or university community.

4.2 Origin of publications

Publications may derive from:

a. Classroom handouts

b. Completely made up, new material; in this instance LOEX will be contacted by Instructional Services, if the author desires, for examples of bibliographies or guides on similar topics.

c. Revision and/or updating of older publications. This includes removing sources that are no longer timely or that have been replaced by other, more current sources.

4.3 Author responsibilities

a. Accuracy of the content. Authors are responsible for correct citations, call numbers, and item locations. Items listed in the publication should be on the shelf at the time of the publication's submission. Missing or stolen items should not be listed. It is acceptable to include items "on order" within a reasonable time frame.

b. Keeping publications current. This can be done by keeping a copy of the library publication handy and marking (in red, blue, green, or purple ink) additions, corrections, deletions, updates (as in newer editions), and other changes. This way when it comes time to reprint, updating the Instructional Services copy can be readily accomplished.

c. Preparation time. Authors should allow a reasonable period of time for publications to go through the publications process: editing, conversion to desktop publishing, proofing (by the author), and printing. The volume of publications currently in process will impact this. A lead time of two to three months is recommended. Longer publications may require up to six months lead time. Every effort will be made to make publications available in a timely manner. Some publications will be processed more quickly than others. In general, longer publications require more time than shorter ones. When an item is submitted also will play a role.

d. Submission format. Publications should be submitted on an IBM compatible disk in WordPerfect 5.0 or 5.1 in both WordPerfect printing ready and Ventura ready format (see below for explanation of the difference) and in paper copy. If it is necessary to rush a job, the WordPerfect printing ready version will be printed, even before the editing process has begun.

e. Authors should proof their writing for grammatical and spelling errors.

f. Citations should conform to the style outlined later in this document, unless otherwise arranged with the Editor.

g. Notice of intention to publish. Through the annual goal setting process or through informal notification, the librarian informs the Head of Instructional Services of the intention to publish. This insures that there is no duplication of effort and allows the Editor to budget for printing.

4.4 Editor's responsibilities

a. Advisor to authors. The Editor serves in an advisory capacity for recommending the category in which a proposed publication should appear. (For types of publications see section 5 of this policy.)

b. Editor of publications. The Editor checks publications for form, presentation, citation style, grammar, punctuation, and conformity to the policy. **However, all aspects can be discussed if the author feels strongly about certain issues.**

c. Oversees the printing budget. The printing monies come from the budget granted to the Instructional Services Department and operates on the University's fiscal year. The Editor keeps track of expenses throughout the year.

d. Keeping publications in print. The Editor informs the author when a publication is running low, and depending on the time of the last printing, offers an opportunity to update or revise the publication. Sometimes this is an opportunity to discontinue or change a publication. However, if the budget permits, no publication will be discontinued without first consulting the author and/or service points in the Libraries. If the budget is tight, alternatives to printing will be offered. The Editor makes an effort to insure that needed publications are available. Nonetheless, there are instances when publications will be out of print for longer than is desirable.

The Editor is not responsible for the choice of items to be included or removed from a document. The Editor may make suggestions in this area, but the author is considered to be the final authority concerning content. Therefore, the Editor does not take responsibility if the content of a publication is questioned.

5. Types of Publications

5.1 INFOsources

5.1.1 Purpose

INFOsources provide a selective bibliography of sources, usually annotated, covering a specific topic or subject area.

5.1.2 Scope

There are two broad categories:

1) Resources in a subject area
   a. These are either a field of study, a topical subject, or a large discipline. Examples of these are "Western Philosophy," "AIDS," and "Psychology."
2) Subject based how to find information
   a. An example of this is "Company and Industry Research."

These are narrow in scope, selective, and include only the best or most useful sources in the area. To keep the size down, it is a good idea to include a section on appropriate Library of Congress Subject Headings, so that the user may find additional sources easily. It cannot be emphasized enough that these are selective bibliographies and should have the most useful sources only. Items within a division are supposed to have unique or mutually exclusive information. The fewer sources the better. (For example, five subject dictionaries that cover the same topics in the same manner should not be listed. Only the best!)

5.1.3 Audience

The main clientele of the University is students, graduate and undergraduate. The author should determine the audience upon which to focus; the audience or level should be identified in the introductory paragraph. The selection of materials will be based on the perceived audience, so a bibliography aimed at advanced graduate students will have different sources than one for first or second year undergraduates.

5.1.4 Organization

All formal publications need an introduction. This should be at least one paragraph describing the purpose of the publication and identifying the audience, and, if necessary, an explanation of the organization of the publication.

The internal organization of bibliographies should be compatible with the research method recommended by the author for the topic. In other words, if background reading is recommended, place encyclopedias at the beginning, and organize the rest of the publication in research order.

Usually, each entry needs a number, beginning with the first. The numbers are sequential from 1-n. Some entries include multiple bibliographic citations; in these instances, the group of citations will get one entry number. References to other items in the bibliography are encouraged when relevant; the item's title should also be accompanied with the entry number, for example, "Entry 23." "Entry" is capitalized.

Entries under each heading are to be in one of the following arrangements:

a. Alphabetical order by author (or title if no author)
b. Order of preferred use
c. Order of preferred use (top 3 or whatever) and then all others being equal, alphabetized

If there is no "set" research order for a discipline, the basic research strategy order should be followed:

a. Do background reading
    1) Encyclopedias
    2) Subject Dictionaries
b. Locate retrospective and secondary research materials
    1) Books (sophisticated user: journal articles on historical topics)
c. Locate contemporary and primary research materials
    1) journal articles
    2) newspaper articles
    3) magazine articles (for popular topics)

Hence the order would be something like this:

a. Introduction
b. Table of Contents
c. Library of Congress Subject Headings
d. Guides to the Literature
e. Encyclopedias
f. Dictionaries
g. Bibliographies
h. Book sources
i. Indexes and Abstracts
j. Sources unique to the subject area or topic
k. Sources that lead the user outside the library

Not all of these divisions are necessary. The author will decide which ones are appropriate. However, please see separate list of standard headings. Certain subjects/topics require going outside the list, but there needs to be some agreement from bibliography to bibliography.

5.1.5 Length

INFOsources range from 1-20 pages. It is **highly** preferable that they be short, not long. If the author finds that the length of a publication is increasing, he or she should seriously consider dividing it into two or more shorter ones. The Editor may request as much. Consider the potential audience. The user doing a research paper will

go through more of the bibliography than someone who just needs a quick information fix. These groups should be identified so that more costly bibliographies are not picked up and thrown away after consulting just one source.

5.1.6 Bibliographic citation style

See guidelines in section 6 of this policy for citation style.

5.1.7 Annotations

Annotations should be evaluative and as brief as possible. The audience, purpose, and intent of the bibliography will affect these. Following are some suggestions for topics to include in annotations. These are suggestions only; the author will decide which are appropriate for the source.

a. Any feature of the source that will not be found somewhere else.

b. If it is a directional tool (such as an index), note the availability of the sources identified in the University Libraries (for example, ERIC ED documents on microfiche in Microform Services).

c. Inclusive dates on the material covered (for example, from 1910-1940).

d. Audience: scholar, specialist, general reader, student, researcher, etc.

e. Kind of information: commentary, overview/background, advisory, informative, primary research.

f. Information about the author: qualifications, specialist in the field, University scholar, layperson, works in field, teacher, etc.

g. Timeliness of the material (if out of date will not be included): useful historically, really current, just out, only a few years old.

h. If a bibliography is present, is it: annotated, short, long, selective, primary sources, secondary sources, old for source, current; are the citations clear and complete? Note the time period of the citations.

i. If illustrated: charts, tables, graphs, maps, drawings, photographs, relevant, irrelevant.

j. Presentation: clear, defines terms, table of contents, other sections.

k. If indexed: thorough, clear, organization (by author, title, subject, etc), extensive, scanty.

l. Coverage: partial, exhaustive, condensed, selective.

m. Publisher: known for works in this subject area?

n. Format: clear chapter headings, easy or hard to locate information.

o. Importance in the field: classic, definitive, etc.

Most importantly, annotations should be well-written and clear. They should be consistent in style and purpose throughout the bibliography. There is no need to include publication information that is found in the bibliographic citation or directly following it. (See below.) Try to avoid library jargon and don't be too brief. If there is little to say, just leave off the annotation. It should be a good source because it is listed. Also, don't provide lengthy details on how to use a source, although you may want to alert the user that it is difficult to use or has its own method or organization. Refer to the item's introduction or preface instead.

For example, the following does not tell very much about the book:

1. Beyer, William H., ed. CRC Handbook of Mathematical Sciences. 5th ed. West Palm Beach, FL: CRC Press, 1978.
   QA 47 .H324 1978 SCI REF (located at Reference Desk)

   An excellent manual for both students and professionals containing comprehensive information in pure and applied mathematics.

The following revision provides more useful information about the same book:

> This volume contains a valuable collection of fundamental reference material, both expository and tabular, that is useful for mathematicians, scientists, and students. New material for this fifth

edition includes Theory of Numbers, Differential Equations, Special Functions, Complex Variable, Numerical Methods, and Astrodynamics.

5.1.8 Appearance

INFOsources have the topic or title in bold italic 24 point Helvetica font at the top with a 1/4" thick line beneath. In the line (in the color of the paper) is the word "INFOsource." "INFO" is in bold italic 16 point Helvetica font and "source" is in 12 point Helvetica font. The text of INFOsources are printed in ten point Swiss font with black ink on different color 8½ x 11" paper. The lower left-hand corner of the first page has "**Arizona State University**/ University Libraries." The text has 1 inch left and right margins (note: the examples in this policy do not have 1 inch left margins).

5.2 Guides to Library Resources

5.2.1 Purpose

These provide annotated bibliographies of selected library sources meant for a specific, and usually limited, university community audience.

5.2.2 Scope

The scope for guides is the same as for INFOsources, but may cover a broader subject area.

5.2.3 Audience

These bibliographies meet the needs of a defined user group in the university community who explicitly express an interest in and actually use the publication. The depth and level of information in Guides will vary depending on the defined audience, be it undergraduate or graduate students.

5.2.4 Organization

The Guide should be organized in a manner compatible to the method of research recommended by the author. See 5.1.4 for suggestions.

Each Guide will include the following:

a. Cover
b. Title page
c. Table of contents
d. Brief introduction
e. Body of the Guide
f. Index to titles

5.2.5 Length

Guides range from 20-50 pages; in rare instances they may go over 50 pages. However, authors are to keep the length as short as possible; these are selected sources only. If a Guide gets really long, the author should consider locating a commercial publisher or dividing the Guide into several shorter INFOsources. All potential Guide authors should seriously consider creating short INFOsources instead of a Guide.

5.2.6 Bibliographic citation style

See section 6 of this policy on citation style.

5.2.7 Annotations

See section 5.1.7 for suggestions and recommendations.

5.2.8 Appearance

Guides have a cover with a banner across the top with the topic or title in Kroy Helvetica letters. The banner is in colored ink; below it under a black line is: "A Guide to Library Resources." There is an abstract design in the center part of the cover, and in the lower left-hand corner is "**Arizona State University**/ University Libraries." The text is ten point Swiss font and printed in black ink. The internal pages are printed on white paper and there is a back (blank) page of the same stock as the cover. The text has 1 inch left and right margins (note: the examples in this policy do not have 1 inch margins).

5.2.9 Conclusion

Guides usually serve a very limited audience and only should be written after serious consideration and a definite university community need. Because of the cost of printing and time involved to keep these up-to-date, a limited number of Guides are in print.

Potential authors should consider writing several INFOsources instead. The Editor can be consulted in this effort. In the past, Guides have been used as handouts for particular classes. If a Guide is broken into sections, the sections may be handed out; Instructional Services is willing to assemble these given sufficient advance warning.

5.3 Brochures

There are two categories of brochures: Services and Collections.

5.3.1 Service brochures

These cover services provided by the Libraries. They include the Online Catalog Dial-In Access, Library Express, and Instructional Services brochures.

5.3.1.1 Purpose

These inform users of the existence of a service and policies, proceedures, and give a phone number for additional information.

5.3.1.2 Scope

These are services provided in the library, by library staff, or can be accessed outside the library.

5.3.1.3 Audience

All library users are the potential audience.

5.3.1.4 Organization

Service brochures are too diverse to define an order of information. However, phone number(s) should be included somewhere in the publication so users know where to call for additional information.

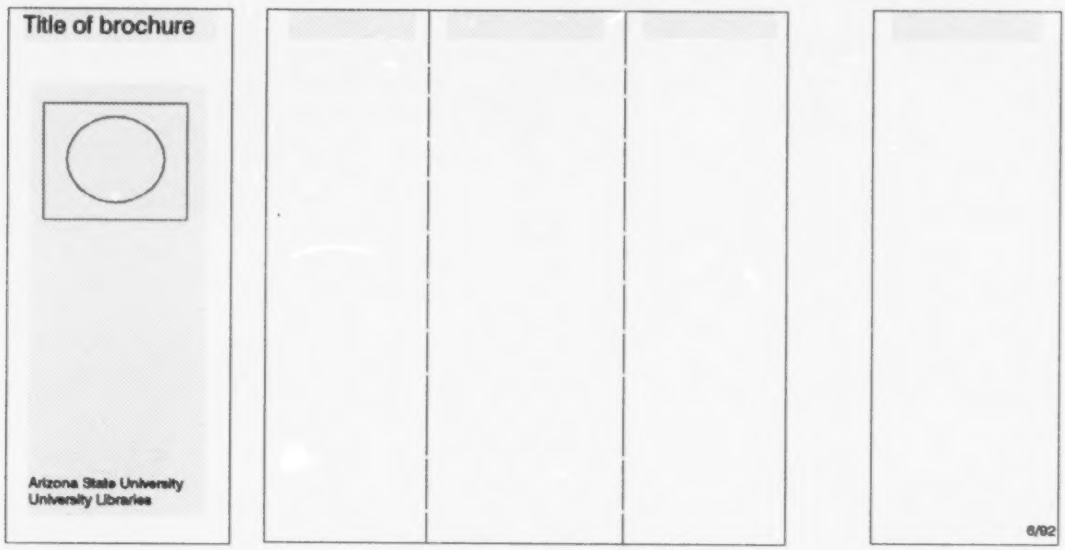
5.3.1.5 Appearance

These are either single or double fold. The front side measures 8½ x 3½-3 3/4". They are printed on ivory nekoosa paper (weight 70#). The front side has a bar across the top (see diagram). There is a rectangle of the same color as the bar (this color varies by publication) with an appropriate picture in the upper section. The bottom left-hand corner has "**Arizona State University**/ University Libraries" (in the color of the paper). If the title of the brochure cannot fit in the bar at the top, it is written directly below the picture in Kroy script. The Kroy lettering in the bar and below the picture are Helvetica type (point size may vary). The back side has the date of the brochure in the lower left-hand corner.

The text type color within the brochure is black, the color of the bar on the brochure, or a combination of the two. In the last instance, the bar color is used for section headers and black ink for the main text. Section headers are all capitals in ten or twelve point Swiss font; the text is ten point Dutch font.

Short service brochures have one fold, longer ones have two. Any larger brochures fall under the "Special Publications" heading.

Diagram:



front open back

5.3.2 Collection brochures

These describe collections that are found in the University Libraries. They include the Arizona Collection and the Chicano Research Collection brochures.

5.3.2.1 Purpose

These describe the history, contents, location, and access to a collection in the Libraries.

5.3.2.2 Scope

These are "special" collections that contain research material in one specific area. Many of the items in these collections cannot be found in another area of the library (for example, sheet maps and photographs).

5.3.2.3 Audience

The audience is researchers who require materials that go beyond the general collection's resources for their topics. Sometimes a brochure promotes awareness of a collection that because of its location might not otherwise be used to its full potential.

5.3.2.4 Organization

Collection brochures have similar information, but the variety of items makes it impossible for there to be a "standard" format. However, depending on the collection, usually there are the following sections:

a. Introduction: a history or background of the collection. This may have information as to why it was started as well as an overview of the kinds of materials it contains.

b. Collection:
   1) Manuscript
   2) Photograph
   3) Book
   4) Major collections named after the donor

c. Duplication of materials information

d. Hours and location of the collection

e. Expansion of the collection for potential donors (if applicable)

f. Address and phone number for further information (usually on the back side)

5.3.2.5 Appearance

These brochures are 8½ tall and 3½-4" wide (front side). They usually have two folds, but may have more (as in the case of the bilingual publication on the Chicano Research Collection).

They are printed on nekoosa 70# ivory paper with sepia/rust color ink for section headings and the name. The text is ten point Dutch font and is printed in black ink.

The front side has the name of the collection between two black lines that say "University Libraries" (above) and "Arizona State University" (below). There is a photograph below the words. The photograph is usually identified on the back side of the brochure at the bottom. The back side also usually has the date of the publication in the lower right-hand corner. (The photograph and date will be identified on an inner fold if the back side is prepared for mailing.)

Diagram:

Front open back

5.4 How to (series)

5.4.1 Purpose

The "How to" series provides a short, straightforward explanation of "how to" find or use a variety of library tools or resources. These vary widely from "How to Use the Online Catalog" to "How to Use Physics Abstracts" to "How to Find Articles in Journals and Magazines."

5.4.2 Scope

These can be very specific. There are handouts that describe how to use a reference tool (e.g., an abstract) to general ones useful for anyone who needs to find a book or article, without emphasis on any specific subject area.

5.4.3 Audience

All library users are a potential audience.

5.4.4 Organization

5.4.4.1 How to Find

These begin with an introductory paragraph that tells (in slightly more detail than the name of the publication) what the handout does. These often begin with "This handout explains how to . . .." Following the introduction is a sequence of steps to follow. These are listed as "STEP 1, STEP 2 . . .."

In publications where the sequence relies on what kind of search is being done, the order may be 1, 2, 3 or A, B, C, depending upon internal concerns. An example of this is in "How to Find Books," where the method depends on known or desired information: subject/topic, title, author/name, etc.

5.4.4.2 How to Use/How to Search, etc.

These are organized in the same manner as the "How to Find," but are tool/resource specific (e.g., "How to Search ERIC CD-ROM"). Some of these do not list steps or numbers because they offer general recommendations (e.g., "How to Search Chinese Material in the Online Catalog").

5.4.5 Appearance

5.4.5.1 How to Find

These publications are printed on white paper with the heading beginning "HOW TO" at the top of the page in centered, Swiss font, capital letters. The point size of the type depends upon the individual handout. In the bottom right-hand corner is "**Arizona State University**/ University Libraries."

5.4.5.2 How to Use/How to Search, etc.

These are genarally schematic or quick reference in orientation rather than textual. They are frequently printed on color paper. The heading beginning with "HOW TO" is at the top of the page in centered, Swiss font, capital letters. The point size of the type depends upon the individual handout. In the bottom right-hand corner is "**Arizona State University**/ University Libraries."

5.5 Library tours and locators

5.5.1 Library tours

The Hayden and Noble Science and Engineering Library Self-Guided tours are written and updated by Instructional Services. The Department asks for input from library staff concerning content, etc.

5.5.2 Library locators

Library locators are designed by Instructional Services. Input from Access Services and other library staff is welcome.

5.6 Circulation handouts

These are developed on a case by case basis with Access Services. They include the Phone Renewal Policy and the Loan Policy bookmark.

5.7 Special publications

These are developed on a case by case basis. Most of these are published once or very infrequently. An example of this would be a flyer advertising a library event, but it also includes publications like the MARS brochure.

5.8 Design of forms used by the public

Forms used by the public are designed one by one. Examples of these are the application and request forms used by the Library Express Service.

6 Guidelines for citations

6.1 Bibliographic citation style

Unless otherwise arranged with the Library Publications Coordinator/Editor, publications should fit the Chicago Manual of Style (CMS) 13th ed. style A, with the variations outlined below, to format **all** library publications. References in the guidelines refer to CMS 13th edition. (See section 6.1.1.1 example Entry 32 of this policy for locations of CMS.)

Publishing information is to be culled directly from the materials themselves.

> Note: these guidelines are intended to be inclusive so that there should be no need, under normal circumstances, to use any other source outside of this policy to write a standard library publication. Answers to questions outside of the guidelines should be sought by consulting the CMS or by asking the Editor.

6.1.1 Books

Entries are to conform to the complete citation style outlined in chapter 16 and include:

1. **Author(s)** (16.11ff), **editor** (16.24ff), or **corporate entity** responsible for the writing of the work (16.29ff).
2. **Full title** of the work, including subtitle (16.31ff). (Exception rule for very long titles only is 16.37.) See 7.122 to 7.148 on capitalization, etc. The title is underlined, but the period after it is not: Learning to Look. Initial articles (an, the, etc.) are left off, thus, World Almanac (this varies from CMS examples).
3. **Title of series**, if any, and volume or number in the series (16.44).
4. **Volume number** or total number of volumes in a multivolume work. In the first instance the abbreviation for volume (vol.) is capitalized: Vol. In the second instance it is not: vol. (See examples in 16.41-2. and 16.91-2)
5. **Edition**, if not the original. Thus, no "first edition" (16.54ff, 16.89ff). ASU Library publications use "2nd." "3rd."–this varies from CMS.
6. **City of publication** (16.61ff). If the state is needed, it is abbreviated U.S. Post Office, two-letters and capitalized, style. (This differs from CMS examples.)
7. **Publisher's name** (is always listed in ASU Libraries Publications). Naturally if there is no way to determine the publisher it cannot be included (16.66). It may be desirable to be "pedantic" (16.74) when

submitting citations and put "N.p." when there is no publisher; the editor will edit it out, but will know that the information could not be obtained. Also leave off "The," "Co.," "Ltd.," "& Sons," etc. (16.76). "University Press" is spelled out for university press books. In other instances, "Press" is left off most publishers' names (16.77).

8 **Date of publication.**

9 See 6.2 for call number and location information.

6.1.1.1 Things to keep in mind

Following are some things to keep in mind when writing bibliographic citations. Some are obvious, but are repeated here for emphasis.

a. There is one space only between sections of citations, between the comma following the author's last name and the first, after the colon following the title, after the colon following the city of publication, and after the comma after the publisher.

b. Articles in the title are lowercase **unless they are the first or last word of a title or subtitle** (7.123).

c. If there are two authors the second's name is not reversed in library publications (16.15 (1)). The names are separated by a comma.

Generic examples:

2. Last, First M. Title: Subtitle. City: Publisher, 1990.

3. Last, First M. Title: A Subtitle. 6 vols. 3rd ed. City: Publisher, 1989.

4. Last, First M., and I. M. Second-Author. Title. City: Publisher, 1988.

One volume of a multivolume work (16.42-43):

5. Last, First. General Title. Vol. 4, Title of Specific Volume. City: Publisher, 1946.

or (but not both styles in the same bibliography),

6. Last, First. Title of Specific Volume. Vol. 4 of General Title. City, Publisher, 1946.

Book in a series (16.44):

7. Last, First. Title of Volume in Series. Series Title, vol. 4. City: Publisher, 1946.

8. Last, First. Title of Volume in Series. Series Title, no. 23. City, Publisher, 1991.

9. Encyclopedia of Igneous and Metamorphic Petrology. Encyclopedia of Earth Sciences, vol. 16. New York: Van Nostrand Reinhold, 1989.
QE 461 .E56 1989 SCI REF (located on Aisle 7A)

10. Encyclopedia of Mineralogy. Encyclopedia of Earth Sciences, vol. 4B. Stroudsburg, PA: Hutchinson Ross, 1981.
QE 355 .E59 SCI REF (located on Aisle 7A)

Title entry:

11. Atlas of Archaeology. New York: St. Martin's, 1982.
CC 165 .A86x HAYDEN REF

12. Directory of Research Grants. Phoenix: Oryx, 1990.
LB 2338 .D57 1990 SCI REF

Capitalize subtitle:

13. Ballou, Patricia K. Women: A Bibliography of Bibliographies. 2nd ed. Boston: G. K. Hall, 1986.
HQ 1121 .B34x 1986 HAYDEN REF

14. Freitag, Wolfgang M. Art Books: A Basic Bibliography of Monographs on Artists. New York: Garland, 1985.
N 40 .F73x 1985 HAYDEN REF

Two authors:

15. Barrow, Robin, and Geoffrey Milburn. Critical Dictionary of Educational Concepts. Brighton, Sussex: Wheatsheaf, 1986.
LB 15 .B29 1986 b HAYDEN REF

16. Gettens, Rutherford J., and George L. Stout. Painting Materials: A Short Encyclopedia. New York: Dover, 1966.
ND 1500 G4 1966 HAYDEN REF

Three or more authors/editors:

17. Flew, Anthony, et. al., eds. Dictionary of Philosophy. 2nd ed. London: Macmillan, 1984.
B 41 .D52 1984b HAYDEN REF

Edited:

18. Deighton, Lee C., ed. Encyclopedia of Education. 10 vols. New York: Free, 1982.
LB 15 .E47 HAYDEN REF

19. Parker, Sybil P., ed. McGraw-Hill Encyclopedia of Physics. New York: McGraw-Hill, 1983.
QC 5 .M425 1983 SCI REF

Compiled:

20. Bechtle, Thomas C., and Mary F. Riley, comps. Dissertations Accepted in Philosophy at American Universities, 1861-1975. New York: Garland, 1978.
B 72 .B4 HAYDEN REF

Later edition:

21. Grant, Roger. Grant & Hackh's Chemical Dictionary. 5th ed. New York: McGraw-Hill, 1987.
QD 5 .H3 1987 SCI REF (located at Reference Desk)

22. Stedman's Medical Dictionary. 25th ed. Baltimore: Williams and Wilkins, 1990.
R 121 .S8 1990 SCI REF (located at Reference Desk)

Original volumes in different number of volumes:

23. Clapp, Jane. Sculpture Index. 2 vols. in 3. Metuchen, NJ: Scarecrow, 1970.
NB 36 .C55 HAYDEN REF (located on Table 6A)

Edition comes after volumes:

24. Hopke, William E., ed. Encyclopedia of Careers and Vocational Guidance. 3 vols. 6th ed. Chicago, IL: J. G. Ferguson, 1984.
HF 5381 E52 1984 HAYDEN REF

Edition after volumes, range of publishing dates:

25. Gebhardt, B. Hanbuch der Deutschen Geschichte. 4 vols in 5. 9th ed. Stuttgart: Union Verlag, 1970-1976.
DD 90 .G32 1970 HAYDEN STACKS

Range of publishing dates, also supplemented:

26. Dictionary of American Biography. 20 vols. New York: Scribner's, 1928-27. Supplements.
E 176 D56 HAYDEN REF

Revised edition:

27. Diagnostic and Statistical Manual of Mental Disorders: DSM-III-R. 3rd ed., rev. Washington, D.C.: American Psychological Association, 1987.
RC 455.2 .C4 D54 1987 SCI REF (located on Aisle 7B)

Revised and enlarged edition:

28. Tuma, Jan J. Handbook of Physical Calculations. 2nd enl. and rev. ed. New York: McGraw-Hill, 1983.
QC 61 .T85 1983 SCI REF

University press:

29. Cahill, James. Index of Early Chinese Painters and Paintings: Tang, Song, and Yuan. Berkeley: University of California Press, 1980.
ND 1040 C34x HAYDEN REF

Two locations (see section 6.2 for call numbers):

30. Yuan, T'ung-li. China in Western Literature. New Haven: Far Eastern Publications, Yale University, 1958.
Z 3101 .Y8 HAYDEN REF & STACKS

Two locations, two call numbers, also spelling out "U.S. Government Printing Office":

31. Keroher, Grace C., et al. Lexicon of Geologic Names of the United States for 1936-1960. 3 vols. Washington, D.C.: U.S. Government Printing Office, 1966.
QE 7 .K4 1966 v. 1-3 SCI REF (located on Aisle 7A)
I 28.37 no. 1200 HAYDEN USDOC

Multiple locations (see 6.2):

32. Chicago Manual of Style. 13th ed. Chicago: University of Chicago Press, 1982.
Z 253 .C57 no. 13 1982 SCI REF (located at Reference Desk), HAYDEN RESV, & HAYDEN REF

Non-book material:

33. New York Public Library. Dictionary Catalog of the Slavonic Collection. 88 reels. 2nd ed. Boston: G. K. Hall, 1974.
MICROFILM 6389 HAYDEN MF

6.1.2 Indexes and other serials (e.g., directories, journals, etc.)

When a periodical has changed its name, but not its call number, list the current title as the bibliographic citation and give previous title(s) in the annotation. A phrase such as "Formally called Creeks (1960-1978) and Streams (1979-1990)" would be sufficient. If a publication's call number has changed, list the call numbers followed by the applicable years underneath the bibliographic citation.

Include complete publishing information (there is usually no author)and the frequency of publication:

Example:

34. Title. City of publication: Publisher, dates. Annual.

35. Index to Black Periodicals. Boston: G. K. Hall, 1950- . Annual.
AI 3 .O4 HAYDEN REF (located on Table 3B)

36. Analysts Handbook. New York: Standard & Poor's, 1964- . Annual. *(ASU owns 1980- . Latest 2 years in Reference; earlier years in Serials.)*
HG 4915 .A52x HAYDEN REF (located on Table 9B)

For dates, put the first year the item was published, with an ASU ownership statement in parenthesis, if the dates are different (see Entry 38 example below). There is one space between the hyphen (-) and the period. Some annuals have changed publishers over the years. Use the most recent volume for publishing information.

When the index is available on the Online Catalog, on CD-ROM, or some other format, the format and location is noted in bold lettering underneath the call number (if the item also exists in paper format) or in place of the call number (see Entry 47 for UnCover example). If the source has a call number, the format and location follows it on the same line.

Example with complete publishing information:

37. Humanities Index. New York: H. W. Wilson, 1974- . Quarterly.
AI 3 .H8x HAYDEN REF (located on Table 7A)
Online Catalog database 1983-

In instances where the date ASU began receiving an index varies from the date it began, use the following method of notion; the information is in italics enclosed by parenthesis:

(ASU owns 1976- .)

For example:

38. Predicasts F & S Index, International. Cleveland, OH: Predicasts, 1967- . Monthly. *(ASU owns 1968- .)*
HC 240 .F2x HAYDEN REF (located on Table 10A)

Some indexes or annuals are not shelved together. When this is the case, the following should be used; this is in italics enclosed by parenthesis:

(Latest year in Reference; earlier years in Serials.)

Other index examples:

39. International Marketing Data and Statistics. London: Euromonitor, 1975/76- . Annual. *(ASU owns 1975/76, 1981- . Latest year in Reference; earlier years in Serials.)*
HA 42 .I56 HAYDEN REF

40. Marketing Economics Guide. Jamaica Estates, NY: Marketing Economics Institute. Annual. *(ASU owns 1980- . Latest year in Reference; earlier years in Serials.)*
HC 106.6 .M36a HAYDEN REF

41. Study of Media and Markets. New York: Simmons Market Research Bureau, 1979- . Annual. *(ASU owns 1979- . Latest year on Reserve; earlier years in Serials.)*
HC 106.7 .S75x HAYDEN RESV

42. British Education Index. Leeds [Eng.]: University of Leeds,1954- . 3/year with annual cumulation.
L 16 .B68x HAYDEN REF (located on Table 5A)

43. Current Index to Journals in Education. (CIJE). Phoenix: Oryx, 1969- . Monthly with semiannual cumulations.
L 11 .C85x HAYDEN REF (located on Table 5A)
ERIC CD-ROM database HAYDEN REF MARS

44. Dissertations Abstracts International. Ann Arbor, MI: University Microfilms International, 1861- .
Monthly with annual cumulations.
AC 801 .D544x HAYDEN REF (located in Southwest corner of Reference Area)
CD-ROM database HAYDEN REF MARS

45. Monthly Catalog of United States Government Publications. Washington, D.C.: U.S. Government Printing Office, 1895- . Monthly.
GP 3.8 HAYDEN USDOC (located on Table 4)
Online Catalog database 1976-

46. New York Times Index. New York: New York Times, Sept. 1851- .
AI 21 .N44 HAYDEN REF (located on Table 2B and in Case 2B)

47. UnCover. Denver: Colorado Alliance of Research Libraries, September 1988- .
Online Catalog database

6.2 Call Numbers and Locations

Call numbers and location(s) conform to what is in the Online Catalog entry. Additional location information may also be included in parenthesis.

Call numbers look like this (they are **bolded**):

HA 106 .B46 1986 HAYDEN REF

Government document call numbers (SuDocs) have a space between the first letters and the following numbers and occasionally later in the number per Monthly Catalog citation:

HE 20.7009 HAYDEN USDOC
C 55.108:R 28 HAYDEN USDOC

Location order is place (library) then area of library (STACKS, REF, RESV, FOLIO, etc.), and lastly table, case, or aisle if applicable:

CT 120 .C62 HAYDEN REF (located on Table 2A)

Note that the "(located on Table 2A)" is in parenthesis, the word "located" is NOT capitalized, and the word "Table" has an initial capital letter.

F 1406 .E52 HAYDEN REF (located in Case 4A)

Note also that items are "in" a Case, "at Reference Desk," or "on" a Table or Aisle.

RC 607 .A26 A344413 1988 SCI REF
R 5 .I522x SCI REF (most recent located on Table 9)
HF 5068 .P55 C6x HAYDEN RESV
HD 251 .U45 ARCH STACKS
PN 41 .B4 1987 HAYDEN REF (located at Reference Desk)
JF 1411 .D95x 1987 HAYDEN STACKS

When a book is located in two places, put an "&" between the locations:

HF 5382.5 U5 C6 HAYDEN RESV & SCI REF

If it is in three or more places, put a comma between locations with a "&" before the final location:

HE 5381 .U62 HAYDEN RESV, HAYDEN USDOC, SCI REF, & PDC REF

When the item has different call numbers, list the numbers on separate lines:

48. U.S. Department of Labor, Manpower Administration. Dictionary of Occupational Titles. Washington, D.C.: U.S. Government Printing Office, 1977. Supplement, 1986.
HB 2595 A5 1977 HAYDEN RESV
L 37 .302: Oc 1/977 HAYDEN USDOC (located on Table 1A)
L 37 .2: Oc 1/2/986/Supp. HAYDEN USDOC

6.3 Hints or Some basic things to know:

a. UnCover is underlined.

b. Don't make references to "CARL" unless specifying the Colorado databases–we have an "Online Catalog." (We have CARL software, but are not a CARL database.)

c. Even if you have a rush job for a particular class (which should be rare, if ever), please at least be internally consistent in the citation style in your document.

d. To save time, probably the best (and easiest) thing to do is **always** write down citations in the Chicago Manual of Style format even if it is only for personal use. You may want to add the source to a publication later and by already having the complete citation you will ultimately save time .

e. Reference Desk and Reference Librarian have initial letters capitalized.

f. Refer to specific volumes within a set as "Vol. 1" ; "volume" is abbreviated and has an initial capital letter.

6.4 Word Processing

In general: please submit publications in WordPerfect 5.0 or 5.1 on IBM compatible disk and in hard copy.

On the disk you will want to submit two files: one with the spacing and configurations close to the way you want them (in case a rush job is needed) and the other ready to be converted to Ventura, the desktop publishing software used for library publications. If there is sufficient lead time (i.e. no chance of a rush job), discuss with the Editor the possibility of submitting a Ventura-ready file only.

In the file ready for Ventura, do put in underlining, *italics*, and **boldface**. These will transfer. Most tabs, and all indents, centering, etc. will **not** transfer successfully into Ventura and will only have to be taken out. This takes time and increases the amount of time it takes to prepare a document for publication. Tabs may be placed after the period and before the author in bibliographic citations. However, it is important that if the citation begins with a title that the tab appears BEFORE the underline for the title. If uncertain where to place it, leave it out.

Put hard returns at the end of paragraphs, after citations, and after call numbers. Hence, in the reveal codes screen (alt F3 or F11) the page will look something like this:

```
49.[Tab]Insightful, Extremely. [UND]Absolutely Terrific Text[und]. New
York: Cap, 1990. [HRt]
[BOLD]PE 58 .E6 HAYDEN REF[bold][HRt]
This source provides extreme insight into the topic and[SRt]
therefore is valuable for any researcher no matter how[SRt]
advanced.[HRt]
```

The "[SRt]" indicators are put in by the WordPerfect software and indicate a soft line break. Let WordPerfect break your lines unless it is the end of a paragraph. Once made pretty, the above citation will look like this:

49. Insightful, Extremely. Absolutely Terrific Text. New York: Cap, 1990.
PE 58 .E6 HAYDEN REF

This source provides extreme insight into the topic and therefore is valuable for any researcher no matter how advanced.

Title entry example, beginning with how a title entry looks on the screen in WordPerfect when prepared for Ventura:

50. Archäologische Bibliographie. Berlin: Walter de Gruyter, 1932- . Annual. (ASU owns 1988- .)
CC 5 .A7x 1988 HAYDEN REF
A publication of the Deutsches Archäologisches Institut (German Archeological Institute) in Berlin. Under varying titles from 1886 to 1931, it was part of the Institute's Jahrbuch. Present title and format since 1932. Indexes a very broad range of scholarly material in the history of ancient art. Major section devoted to "Griechisch-römische Kultur," followed by "Andere Kulturen" (other Cultures). The "Systematische Gliederun" (Systematic Classification) provides more detailed subject access. Also indexed by authors.

The same entry as it appears in the reveal codes:

```
50.[Tab][UND]Archäologische Bibliographie[und]. Berlin: Walter de[SRt]
Gruyter, 1932[
-] . Annual. ([ITALC]ASU owns 1988[-] .[italc])[HRt]
[BOLD]CC 5 .A7x 1988 HAYDEN REF[bold][HRt]
A publication of the Deutsches Archäologisches Institut (German[SRt]
Archeological Institute) in Berlin. Under varying titles from 1886[SRt]
to 1931, it was part of the Institute's Jahrbuch. Present title and[SRt]
format since 1932. Indexes a very broad range of scholarly material[SRt]
in the history of ancient art. Major section devoted to[SRt]
"Griechisch-römische Kultur," followed by "Andere Kulturen" (other[SRt]
Cultures). The "Systematische Gliederun" (Systematic[SRt]
Classification) provides more detailed subject access. Also indexed[SRt]
by authors.[HRt]
```

Lastly, as it will appear in the final document:

50. Archäologische Bibliographie. Berlin: Walter de Gruyter, 1932- . Annual. *(ASU owns 1988- .)*
CC 5 .A7x 1988 HAYDEN REF

A publication of the Deutsches Archäologisches Institut (German Archeological Institute) in Berlin. Under varying titles from 1886 to 1931, it was part of the Institute's Jahrbuch. Present title and format since 1932. Indexes a very broad range of scholarly material in the history of ancient art. Major section devoted to "Griechisch-römische Kultur," followed by "Andere Kulturen" (other Cultures). The "Systematische Gliederun" (Systematic Classification) provides more detailed subject access. Also indexed by authors.

Check your reveal codes (alt F3 or F11) as you go through your document. As it is sometimes confusing to see a document without spaces, you may want to go ahead and type it in the way you want it to look, save the file and make a copy of it, and then remove all the excess instructions before submitting the document for publications. (Extra hard returns between paragraphs may be left in as long as there is no space before the hard return.) Please do a spell check on your file (Ctrl F2) before submitting it to publications. Two reasons: one, Ventura does not have a spell check and two, there are probably some specialized words in your field that will come up as spelling errors but that you will recognize as being spelled correctly.

6.5 Printing

Do not assume anything. Publications won't. If something you want does not appear it will not be included. Publications will add the date of the document and the author's name if they are not there already. **The draft turned in the first time will be treated as complete at the time of submission.**

The author receives a printing ready copy before a document is sent to printing. If there are any corrections please make them in **red, blue, green, or purple ink**. Try to make any necessary changes at this juncture–additions, corrections, and changes are more time consuming to make in Ventura than in WordPerfect.

The editor reserves the right to make small editorial changes in terms of tone, punctuation, and wording but will not change the meaning. This is to insure a uniform style and tone for the publications. (See 4.4 on Editor responsibilities.)

Unless otherwise arranged with the Editor, in INFOsources and Guides, please avoid informal language, specifically the use of the second person in documents. In other words, "you" is to be avoided. The idea is for these to be formal and professional publications. However, in informal publications, such as those in the "How to" series, it is acceptable to use more casual language and include the "you."

6.6 Exceptions

Any citation, format, or other questions not covered in this policy should be discussed directly with the Editor.

7 Production Schedule

The Editor's other time commitments, other publications, Word Processing concerns, and the size of a publication will effect the speed of the publication process. Ideally the time between submission of a publication and its being printed and available would be under two months, but this is not going to be feasible for every document. Some publications may take up to six months to go through the complete process. In the meantime, authors should feel free to contact the Editor at any time to determine where the publication is in the queue.

Authors should submit desired publications as early as possible in order to insure that the process can be completed within the desired time frame. If necessary, short runs of needed publications will be made at Copy Services, but this is only to be used in an emergency situation, such as a librarian teaching a class that requires the publication.

The required printing time (whether on or off-campus) varies widely. Sometimes turnaround is within a week, other times it takes over a month. Please consider printing time when planning publications.

After printing, a copy of the publication will be sent to LOEX and exchanged with other libraries.

8 Inventory

8.1 Budget

With budget capabilities, publications are kept in sufficient number to cover demand. At the time of printing, the Editor discusses with the author what these might be.

8.2 Branch libraries and Access Services

Branch libraries (including Noble) and Access Services keep their own inventories of publications and are to inform the Editor when the supply of a particular publication is running low and needs to be reprinted. At least one month should be allowed for reprinting.

9 Distribution of the policy

This policy is to be given to all incoming Academic Professionals (librarians) to the ASU Libraries main campus and to staff members within the libraries upon request.

10 Adoption of this policy

10.1 Committee and Dean approval

This policy has been agreed upon by an Ad hoc Publications Policy Committee and approved by the Dean of the Arizona State University Libraries.

10.2 Committee members

Chair: Naomi Lederer, Instructional Services Librarian (author of this policy and current Editor)

Members: Lydia LaFaro, Reference Librarian/Business Subject Specialist

Diane Rhodes, Life Sciences & Agriculture Reference Librarian

Linda Shackle, Science Reference Librarian/Physical Sciences Subject Specialist

Ad hoc Member: Susan Broyles, Head, Instructional Services

9/92

Standard headings for INFOsources and Guide sections.

These are centered, bolded, uppercase, and in 12 point Swiss font. (When submitting a publication, leave headings on the left margin. Ventura will center them.)

For example,

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ENCYCLOPEDIAS
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becomes

ENCYCLOPEDIAS

abstracts
almanacs
atlases
bibliographic guides
bibliographical guides and handbooks
bibliographies
bibliography/biography
biographical information
book reviews and criticism
call numbers
current awareness sources
dictionaries
dictionaries, handbooks, guides
directories
dissertations
documents service
encyclopedias
encyclopedias and dictionaries
federal publications
FIRST
glossaries
guides
handbooks
handbooks and manuals
indexes
indexes and abstracts
interlibrary loan
journals
mediated computer searching
municipal publications
newspaper indexes
popular magazine indexes
research methods
research reviews and handbooks
specialized encyclopedias
state publications
statistical sources
style manuals
subject headings

Chinese Studies

INFOsource

This INFOsource is made possible by the U.S. Department of Education grant for the enhancement of East Asian undergraduate studies through the Center for Asian Studies, Arizona State University. It lists selectively the bibliographies, dictionaries, indexes, and other ready-reference works for Chinese studies at the undergraduate level that are available in the University Libraries of Arizona State University.

The materials covered are primarily in English. Besides using the materials listed herein, bibliographic and reference works of more general and broader nature such as New York Times Index (AI 21 .N44 HAYDEN REF), Social Sciences Index (AI 3 .S6x HAYDEN REF and the Online Catalog), Humanities Index (AI 3 .H8x HAYDEN REF and the Online Catalog), and Historical Abstracts (D 299 .H51 HAYDEN REF), can also be useful for locating articles about China. Subject bibliographies and guides of special emphases within Chinese studies, such as Guide to Chinese Philosophy (Z 7129 .C5 F8 HAYDEN STACKS), Chinese Religion in Western Languages (BL 1802 .T52x 1985 HAYDEN STACKS), and A Selective Guide to Chinese Literature, 1900-1949 (PL 2302 .S45 HAYDEN REF), are also excellent sources for further exploration in specialized areas of the studies.

BIBLIOGRAPHIES AND INDEXES

1. Association for Asian Studies. Bibliography of Asian Studies. Ann Arbor, MI: The Association, 1970- . Annual.
   DS 501 .F2741x HAYDEN REF

   A comprehensive bibliography of books and articles on Asia in western languages. Includes citations from more than 700 journals specifically on Asian studies and over 1,500 other periodicals of a more general scope. Arranged by country or region and by subject, with author indexes. Useful for current publications.

   Continues the Bulletin of Far Eastern Bibliography (Z 3001 .B8 HAYDEN SERIAL) published in 1936-1940, and the Cumulative Bibliography of Asian Studies: Subject Bibliography (DS 5 .C8x HAYDEN SERIAL) and its supplement covering the years 1941-1970. For the author index for the cumulative bibliography and its supplement, use the volumes that have call numbers Z 3001 .C93 HAYDEN STACKS and Z 3001 .C95 HAYDEN STACKS.

2. Berton, Peter and Eugene Wu. Contemporary China: A Research Guide. Stanford, CA: Hoover Institution on War, Revolution, and Peace, 1967.
   DS 735 .B4x HAYDEN STACKS

   Covers all social science and humanities subjects on post-1949 China and post-1945 Taiwan. Includes full critical annotations of over 2,000 reference works, documentary materials, periodicals, and dissertations in Chinese, English, Japanese, and Russian, with subject and author/title indexes.

3. Chang, Chun-shu. Premodern China: A Bibliographical Introduction. [Ann Arbor: Center for Chinese Studies, University of Michigan], 1971.
   Z 3106 .C4 HAYDEN REF & STACKS

   A guide to important western language works on China from prehistoric times to the early 19th century. Arranged by topics and historical periods.

4. Cheng, Peter. China. Oxford, Eng.: Clio Press, 1983.
   DS 706 .C483x HAYDEN REF

   Published as Vol. 35 of the World Bibliographical Series, China presents a critical assessment of over 1,450 works (including 35 periodicals and newspapers) in English published from 1970-1982. Arranged by broad topics, and accompanied by an index of authors, titles, and finer subject terms. Continued by the author's Current Books on China, 1983-1988 (Entry 5).

5. Cheng, Peter. Current Books on China, 1983-1988: An Annotated Bibliography. New York: Garland, 1990.
DS 706 .C468x 1990 HAYDEN STACKS

Serving as a sequel to the author's earlier work China (Entry 4), this source provides annotations for 500 books in English published during 1983-1988. Divided into 25 subject categories. Has author and title indexes.

6. Cordier, Henri. Bibliotheca Sinica: Dictionnaire Bibliographique des Ouvrages Relatifs à L'Empire Chinois. 5 vols. 2nd ed., rev. and corr. New York: Burt Franklin, 1968.
Z 3106 .C65 HAYDEN REF

A comprehensive listing of books about China in western languages published before around 1921. Continued by Yuan's China in Western Literature (Entry 16).

7. Gordon, Leonard H.D. and Frank J. Shulman. Doctoral Dissertations on China: A Bibliography of Studies in Western Languages, 1945-1970. Seattle: University of Washington Press, 1972.
Z 3106 .G65 HAYDEN STACKS

Lists some 2,200 dissertations, arranged by broad topics with author, institution, and finer subject term indexes. Continued by Shulman's Doctoral Dissertations on China, 1971-1975 (Entry 11).

8. Hucker, Charles O. China: A Critical Bibliography. Tucson: University of Arizona Press, 1962.
Z 3101 .H8 HAYDEN STACKS

Provides citations of books on China in English published since 1940 and articles in English from standard English language journals.

9. Lust, John. Index Sinicus: A Catalogue of Articles Relating to China in Periodicals and Other Collective Publications, 1920-1955. Cambridge, Eng.: W. Heffer, 1964.
Z 3101 .L8 HAYDEN REF & STACKS

Indexes over 19,000 English language articles appearing in periodicals, conference proceedings, and memorial volumes. Serves as a supplement to Yuan's China in Western Literature (Entry 16), which cites books only. Continued by Far East and South-East Asia: A Cumulative List of Periodical Articles (Z 3001 .F3x HAYDEN STACKS).

10. Revue Bibliographique de Sinologie. Paris: Editions de l'Ecole des Hautes Etudes en Sciences Sociales, 1955- . Annual.
DS 734.95 .R38x HAYDEN REF & SERIAL

An extensive bibliography of books and articles in both Asian and western languages.

11. Shulman, Frank. Doctoral Dissertations on China, 1971-1975: A Bibliography of Studies in Western Languages. Seattle: University of Washington Press, 1978.
Z 3106 .G652x HAYDEN STACKS

Continues the earlier bibliography by Leonard H.D. Gordon and the author (Entry 7). Lists around 1,600 dissertations by subject.

12. Skinner, George W. Modern Chinese Society: Analytical Bibliography. 3 vols. Stanford, CA: Stanford University Press, 1973.
Z 3106 .S55x 1973 HAYDEN STACKS

Lists both books and journal articles. Vol. 1 contains publications in western languages from 1644 to 1972. Citations are arranged by topics and time periods, and are referenced by 6 indexes ranging from geographical places to names of authors.

13. Tanis, Norman E., David L. Perkins and Justine Pinto. China in Books: A Basic Bibliography in Western Language. Greenwich, CT: JAI Press, 1979.
DS 706 .T3x HAYDEN STACKS

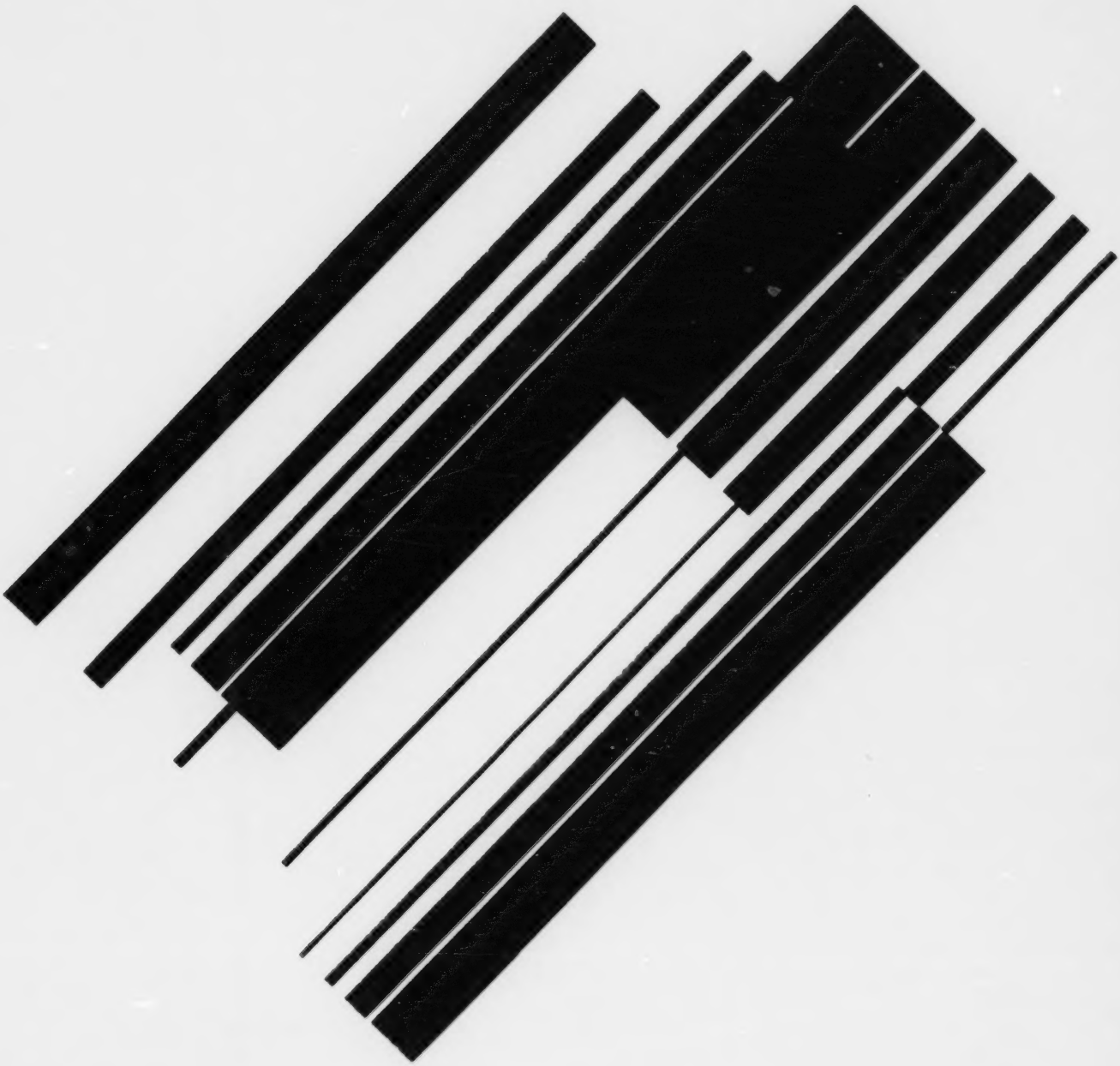
An unannotated bibliography of about 4,000 books about China, arranged into 21 broad subjects and accompanied by an author and title index. Includes also a listing of useful 200 titles basic for providing a broad, general knowledge of China and its people.

14. United States. Foreign Broadcast Information Service. Daily Report: China, Index. New Canaan, CT: NewsBank, 1983- . Monthly.
DS 701 .U572a HAYDEN GOVD

Continues the Daily Report: People's Republic of China, Index (Entry 15).

History

A Guide to Library Resources



Arizona State University
University Libraries

DIAL-IN AND BROADBAND ACCESS

The ACSS (Advanced Communication Support System) broadband network provides on- and off-campus access to the ASU Libraries Online Catalog. It is available 24 hours a day (except 5 to 7 a.m. on Wednesdays).

DIAL-IN ACCESS

Any terminal or microcomputer with a modem and appropriate communications software can be used to dial-in over telephone lines. Users outside of local phone exchanges pay their own long distance phone charges.

DIAL-IN ACCESS PROCEDURE

1. **SET COMMUNICATIONS SOFTWARE/ MODEM:**

   Duplex: FULL **Data Bits: 8**

   Parity: NONE **Stop Bits: 1**

   Baud: 300, 1200, or 2400

2. **DIAL:**

   Tempe: 965–7001,965–7002,965–7003, 965–7004, or 965–7005

   West Phoenix: 931–5011 or 931–0808

3. **PRESS CARRIAGE RETURNS** when carrie signal is received:

BAUD Rate	Number of Carriage Returns
300	8
1200	5
2400	4

If too much time is spent between carriage returns, press additional returns.

4. **TYPE LIBRARY <cr>** at "DESTINATION." The following message displays:

   Calling

   CALL RECEIVED FROM XXXX,X

   SESSION 1 CLOSED TO COXX,X

   PRESS <cr>

5. **IDENTIFY TERMINAL** or the terminal type your communication software emulates. Choose "HARDCOPY" if your terminal is not listed.

   PRESS <cr>

6. **FOLLOW ONLINE INSTRUCTIONS AND SYSTEM PROMPTS.**

7. **TO DISCONNECT:**

   Type // EXIT or

   Hang up Modem

   or

   <ESCAPE> <BACKSPACE>

   type DONE <cr><cr>

   or

   Drop DTR Signal

Trouble Shooting Checklist

Make sure terminal settings match those in the "Dial-In Access Procedure."

Make sure flow control (x-on/x-off) is disabled.

Make sure carriage return does not also transmit a line feed.

If User ID is not accepted, make sure all upper case letters and letters O and I and numbers 0 and 1 are correct.

The terminal type selection is sometimes dependent on software rather than computer brand. If the text is unreadable, or sentences or words are truncated, change terminal selection to "hardcopy."

Consult the user's manuals for your computer and communications software for dial-in instructions.

DIRECT CONNECTION TO THE BROADBAND

Direct connection to the ACSS broadband is available to Academic Computing sites, to appropriately cabled on-campus departments, and to sites in the Hayden Library and Architecture and Environmental Design Library. If you bring a computer to the Hayden Library, ask at Reserve for cables and site locations.

INTERNET ACCESS

Internet is a network linking academic, government, and other institutions across the country and the world.

If using Internet, enter CARL.LIB.ASU.EDU. If you have problems, contact your campus computer center.

QUESTIONS ABOUT USING THE ONLINE CATALOG?

TECHNICAL HELP

More information is in Computing Services' *Dial-in Access to the ACSS Broadband* and *Direct-Connect Access to the ACSS Broadband*, available from COMPASS (965–5939) and Copy Service at Hayden and Noble Libraries, and from the Technopolis at Fletcher Library at ASU West.

For technical assistance call:

965-6500 ASU Computing Services Help Desk
(24 hours a day, seven days a week)

CATALOG ASSISTANCE

For assistance in searching the databases call during library hours:

965-6164 (Hayden Library, ASU) or

543-8501 (Fletcher Library at ASU West)

Instruction on how to find books, proceedings, or articles can be picked up from the publications display racks in Hayden, Noble, and Fletcher Libraries.

DATABASES

A complete listing of the databases and library news, hours, and information features of the ASU Libraries Online Catalog is available online. As of November 1992, the databases are as follows:

ASU Libraries Catalog and Databases

The catalog includes the books, journal titles, and other cataloged materials of the ASU Libraries including ASU West.

Other ASU Libraries Specialized Collections and Databases

This category includes the *Arizona and Southwest Index*, the *ASU Newspaper Index* (*State Press*, *Insight*, ASU related articles in the *Arizona Republic* and *Mesa Tribune*), *GDSL* (*Government Documents Serials List*), *Map Index*, *Solar Energy Index*, *Song Index* (*Popular*), and *Performance Tapes Index*.

Journal Indexes and UnCover (Article Access)

The *Applied Science and Technology Index*, *Business Periodicals Index*, *Education Index*, *General Sciences Index*, *Humanities Index*, and *Social Sciences Index* are produced by H.W. Wilson. These databases are password protected requiring the user to be a registered ASU borrower. *Uncover* indexes about 12,000 journals by keywords from the article titles. A fee-based article delivery service is available through this database.

Encyclopedia (Grolier's *Academic American*)

The encyclopedia provides full text of 30,000 articles. This database is password protected.

Information Databases (AZ Statistics, Child Care . . .)

Arizona Statistics, 1988- , is produced by the ASU Libraries. ASU Career Services produces *Career Services Books*, a database of books in the Career Development Center Library, the *Career Services Calendar*, a database of company interviews on campus and other career related activities, and *Career Services Companies*, a directory of about 2000 companies. Child Care Resources produces the *Child Care Referrals* (Maricopa County) database. The *National Indian Education Clearinghouse (NIEC) Directory* is produced by the Labriola National American Indian Data Center of the ASU Libraries. *MULS (Manuscript Union List of the Southwest)* will be added to the catalog in 1993.

Arizona Libraries

In addition to the ASU Libraries Catalog, this category includes the *NAU Library Catalog* (Northern Arizona University) and the *AGSIM (American Graduate School of International Management) Catalog*.

The catalog of the *Maricopa Community Colleges Libraries and Media Centers* uses different search software and requires a terminal capable of VT100 emulation.

Other Library Catalogs (including Government Publications, 1976-)

The government publications database is the *GPO Monthly Catalog* from 1976 and some Colorado state documents. Also, access is provided to other databases and the catalogs of public, university, college, community college, and health science libraries not in Arizona including the Colorado Alliance of Research Libraries (CARL), the University of Hawaii System, University of Maryland System, and MELVYL at the University of California. MELVYL can be used as a gateway to a number of other libraries and databases available on the INTERNET.

Library News, Hours, and Information.

This category includes ASU branch and location abbreviations, ASU Library catalog news, information on dial-in access, library hours, Career Services News, system news, information on password protected databases, instructions on finding journals in the ASU Libraries Catalog, instructions for advanced catalog search techniques, and other helpful information.

Online Catalog

Dial-In Access

Arizona State University
University Libraries

UNIVERSITY ARCHIVES

University Archives was established by the University Libraries in 1972 with the appointment of Alfred Thomas as ASU's first University Archivist. Thomas had previously served as University Registrar and Director of Admissions. In 1973 Archives collections were moved to the President's Cottage, the home of past Presidents Arthur John Matthews, Ralph Swetman and Grady Gammage between 1907-1959. In 1985 the University Archives became part of the newly-created Department of Archives and Manuscripts, which includes the Arizona Collection, the Chicano Research Collection, and the Visual Literacy Collection.

University Archives maintains collections of university publications, archival records, manuscripts, theses and dissertations, photographs and negatives, video and audio recordings, oral histories, and newsclipping files. The Archives' continuing mission is to acquire, preserve, and make available the historical records of Arizona State University that document the origin, development and achievements of this institution and its officers, faculty, staff, students, and alumni.

UNIVERSITY ARCHIVES BUILDING

The President's Cottage, now known as the University Archives Building, was constructed in 1907 and served as the home of the presidents of Arizona State University and its predecessor institutions until 1959. Between 1961-1972 the ASU Alumni Association used the building for administrative offices.

The University Archives Building is the last known design of Phoenix architect James Creighton, who also designed the original Territorial Normal School building. Construction was completed by Clinton Campbell at a cost of $6,023.95, which was derived from a project budget that included construction of the south wing addition to East Hall. The building is listed in the National Register of Historic Places.

The University Archives Building now serves as the home of Archives Reference Services and is the repository for university publications, historical photographs, and ASU Presidential Papers. Other Archives holdings are available in the Luhrs Reading Room in Hayden Library.

"The Territorial Normal School Building, ca. 1891."

1907 ARCHIVES GALLERY

The University Archives Building also houses the 1907 Archives Gallery, which offers exhibits of historical photographs from the collections of the Department of Archives and Manuscripts and other local repositories. Copies of many of the photographs on display are available for purchase.

COLLECTIONS HELD

University Publications

Archives has preserved over 15,000 volumes of official university publications including general and graduate catalogs, yearbooks, campus newspapers and newsletters, magazines, sports media guides and programs, and research monographs.

Archival Collections

The ASU Presidential Papers include materials of each Principal and President from 1885 to the present. The collection contains information on virtually every element of the educational and social experience at the university. Correspondence and research files from other administrative offices provide detail and perspective on many of the same issues represented in the Presidential Papers.

Manuscript Collections

Collections of papers from individual faculty members, administrators and alumni are an important source of information on the educational experience and the research mission of this institution. The Agnes Smedley Collection contains significant letters and publications produced by this socialist women's rights activist in America and China. The collection is accompanied by the research materials of Dr. Stephen MacKinnon, her biographer. The papers of Katherine Gammage, wife of President Grady Gammage, offer important information on the experiences of one of ASU's first families and Mrs. Gammage's distinguished career at the ASU Development Office. A number of smaller collections of letters, scrapbooks, and diaries describe campus life from the days before air conditioning and the development of Phoenix as a commercial, industrial, and recreational center.

Photographic Collections

The University Archives Photograph Collection consists of approximately 30,000 prints, 80,000 negatives, and over 6,500 slides that document many aspects of university history and campus life. Images of most university buildings and portraits of a number of ASU faculty, staff, and alumni are

"The University Archives Building, 1992."

available. Many images depict changes in campus life over the years and the educational, social, cultural, and athletic events that have taken place.

Oral History Collections

University Archives established a continuing oral history program with the completion of the ASU Founding Deans Oral History Project. Interviews with the first dean of each ASU college and with the first Dean of the University Libraries are now available. Oral histories of many other members of the ASU community are planned for the future.

Audio-Visual Materials

Audio recordings and videotapes in various formats have also been preserved at University Archives. Audio recordings include renditions of the ASU Alma Mater by the Sun Devil Marching Band and performances by faculty and students from the School of Music. The inaugurations of presidents J. Russell Nelson and Lattie F. Coor have been captured on videotapes maintained with the Archives collections.

SERVICES

Reference Service

Archives reference staff members are available to assist researchers during reference service business hours. A number of automated and manual reference sources can be used to locate materials by subject or by administrative unit of origin. Researchers will be asked to comply with reading room rules designed to protect archival materials for use by future generations.

ASU Newspaper Index

An automated index to the university's student newspaper, the *State Press*, and the faculty/staff weekly *ASU Insight*, is now available as a separate database within the University Libraries Online Catalog. Using this system, researchers can identify articles in these publications that relate to specific subjects and obtain citations enabling them to find the articles in the newspapers. Complete runs of the *State Press* and *ASU Insight* are maintained at Archives.

Duplication of Materials

Photocopies of the resources of University Archives will be provided in a manner consistent with departmental policies and donor restrictions. Photographic reproductions of prints from the University Archives photo collections are also available. Use fees may be assessed for publication or commercial use of Archives photographs. University Archives reserves the right to restrict or limit reproduction of its materials when they are endangered due to fragility or size. Consult with University Archives staff concerning fees for duplication.

Location and Hours

The University Archives Building is located at the corner of Palm Walk and Tyler Mall. The 1907 Gallery is open from 10 a.m. to 5 p.m., Monday through Friday. Archives Reference Services are available from 1 p.m. to 5 p.m., Monday through Friday. Check with Archives staff for hours of operation during the summer, on holidays and between semesters.

Expanding the Collection

University Archives actively solicits manuscripts, personal papers, photographs and other research materials documenting the history of Arizona State University and its predecessor institutions. Our principal interest is in unpublished materials such as correspondence, diaries, photographs, scrapbooks or research files. Every effort will be taken to provide for the security and care of donated materials.

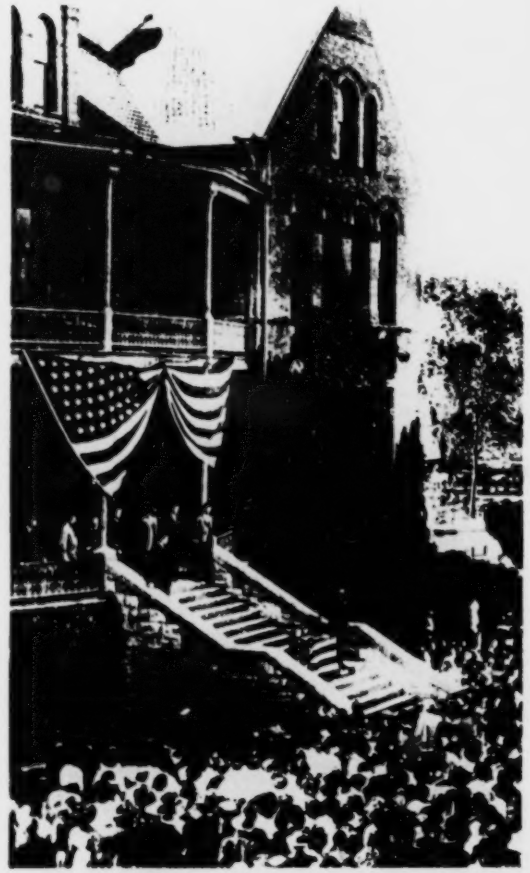
For more information, contact:
Edward C. Oetting, University Archivist
Department of Archives and Manuscripts
Arizona State University
Tempe, AZ 85287-1006
(602) 965-3145

Cover photo: "U.S. President Theodore Roosevelt addresses students, faculty and citizens of Tempe on the steps of Old Main, March 20, 1911." 392

University Libraries

UNIVERSITY ARCHIVES

Arizona State University



HOW TO FIND PUBLISHED PROCEEDINGS IN THE ASU LIBRARIES CATALOG

Proceedings are published collections of papers given at meetings, symposia, workshops, conferences or congresses. To find proceedings in the ASU Libraries Catalog database use the **NAME**, **WORD**, or **TITLE** search.

Example: Proceedings from the Int. Conf. Expert Database Systems (2d: 1988: Vienna, Va.) Larry Kerschbero, ed. Menlo Park, Calif. Benjamin/Cumminos Pub. Co., 1989. George Mason Univ., sponsor.

1. NAME search

A. Name of the conference
Use key words from the name plus the date of the conference and the city where it was held, if known.
Type: **//N Expert Database Systems 1988 Vienna**

B. Name of the editor of the proceedings
Type: **//N Kerschbero Larry** or **//N Larry Kerschbero**

C. Name of the sponsoring agency, if known
Type: **//N George Mason University**

2. WORD search

A. Words from the title or name of the conference (often the name of the conference is in the title) plus the word "congresses."
Type: **//W Expert Database Systems Proceedings Congresses**

B. Words that are the subject of the conference and "congresses."
Type: **//W Expert Systems Congresses** or **//W Database Management Congresses**

3. TITLE search

A. If you know the exact title of the proceedings you may try a title search. This is usually best with unique titles.
Type: **//T Proceedings from the Second International Conference on Database Systems**

If you still cannot find the proceedings...

1. These serial records can also be found in the Online Catalog using the name and word searches but using a more general search. Don't include the date or place where the conference was held or search by the individual editor's name since this information will usually not be included on the serial record.

2. Ask a Reference Librarian for help.

Diane Rhodes 8/89
Updated 5/92

Arizona State University
University Libraries

HOW TO SEARCH PSYCLIT ON CD-ROM

TO BEGIN THE SYSTEM:

PsycLIT is already loaded and ready for you to start searching. There are three databases: journal articles 1974-1986, journal articles 1987 to the present, and book chapters and books 1987 to the present. At the Database Selection screen you can choose the database you want to search by following the directions on the screen. If the results of a previous search are on the screen, press F7 to restart the system.

TO SEARCH THE SYSTEM:

STEP 1: **Analyze your search topic** and break it down into concepts.

EXAMPLE: I need information on role conflicts of working women.

STEP 2: **Use the *Thesaurus of Psychological Index Terms*** to help you identify terms for your concepts. There should be a thesaurus near your work station.

Concept 1	Concept 2
role conflicts	working women

STEP 3: Press F2 for FIND. **Type in a search term** and press the RETURN key.

EXAMPLE: `role-conflicts`

Hint: If you are using terms from the thesaurus, place a hyphen between the words in the phrase. This alerts the system to search for the phrase in the descriptor field and in most cases will result in quicker response time and more relevant search results.

STEP 4: Use boolean operators (**or**, **and**) to combine concepts.

EXAMPLE: `role-conflicts or role-expectations`

Retrieves records containing either "role-conflicts" **or** "role-expectations."

EXAMPLE: `role-conflicts and working-women`

Retrieves records containing both terms. The screen should look something like this:

No.	Records	Request
#1	406	ROLE-CONFLICTS or ROLE-EXPECTATIONS
#2	400	WORKING-WOMEN
#3	48	#1 AND #2

(Thus, 48 highly relevant articles.)

STEP 5: **To look at the results** press F4 (SHOW). Use the PageUp and PageDown keys to read through the records. To move to the beginning of the next record press CTRL + PageDown.

You may "**mark**" records for later printing by pressing the Enter key.
To print the results press F6.

STEP 6: To modify your search strategy, press F2.

TOO FEW RESULTS?

- Check the *Thesaurus of Psychological Index Terms* for additional related terms.
- Search phrases without the hyphens. This is especially helpful if the thesaurus does not list a term that adequately describes your subject or if there is little information published on your topic.
- Consult a reference librarian for suggestions on alternative strategies or other indexes which may be more appropriate.

TOO MANY RESULTS?

- Limit to English language articles only. Approximately 10% of the database is foreign language material. To limit to English, type **and la=english.**
- Limit to human populations only. If you are not interested in animal studies, type **and po=human.**
- Limit by date of publication. To search a particular year, type **and py=1988**. To search a range of years, type **and py=1990-1992**.

WHAT IS CD-ROM?

CD-ROM means "Compact Disc - Read Only Memory." Information is stored on a compact disc and is "read" by a laser disc player. *PsycLIT* on CD-ROM is produced by SilverPlatter.

WHAT IS PSYCLIT?

PsycLIT is compiled from material published in *Psychological Abstracts* and *Book Chapters & Books* (located on Table 5B in the Reference Room) and the *PsycINFO* database. The *Journal Articles* database contains summaries of articles in psychology and related disciplines from over 1300 journals from approximately 50 countries. The *Book Chapters & Books* database contains summaries of English-language chapters and books in psychology and related disciplines published worldwide.

Linda DeFato 7/92